

**Staff  
Summary  
Report**



**Mayor & City Council  
Through: City Manager**

**Agenda Item Number 4/  
Meeting Date 11/29/01**

**SUBJECT:** Award of Purchase #02-053–Heart Monitors/Defibrillators for Paramedic Use

**PREPARED BY:** Donna Littrell, CPPB, Procurement Officer, 480-350-8516

**REVIEWED BY:** Ron Gauthier, CPPO, Central Services Administrator, 480-350-8405

**BRIEF:** Request to award Purchase of Heart Monitors/Defibrillators for Paramedic Use

**COMMENTS:** Purchases (1004-01) Request to award a sole source contract for Heart Monitors/Defibrillators for use by Fire Department Paramedics to Medtronic Physio Control for an estimated annual expenditure of \$60,339.35 including applicable taxes. This sole source will be for a three- year contract period.

**Document Name:** (20011129fsdl06) Supporting Documents: Yes

**SUMMARY: Historical background**

The City's Fire Department originally standardized on Medtronic Physio-Control heart monitors/defibrillators through a competitive bid process. In subsequent years, all Tempe paramedics at each Fire station have been fully trained and become well experienced in the use of Medtronic Physio-Control heart monitors/defibrillators in the emergency care of patients. In addition, the City Fire Department has established an inventory of spare parts for the standardized life saving equipment.

**Evaluation Process**

Medtronic Physio-Control heart monitors/defibrillators are equipped with all features needed for emergency patient care and Fire Department paramedics are fully knowledgeable and experienced in the use of this life saving equipment. In addition, the City Fire Department maintains an inventory of spare parts for this standardized equipment to avoid potential operational mistakes that could come from using multiple manufacturers of heart monitors/defibrillators and to ensure the continuity of spare parts to maintain the working effectiveness of the equipment.

**Award Decision Factors**

- ❖ Maintains standardized life saving equipment and spare parts
- ❖ Costs comparable with market prices for similar equipment
- ❖ Fire Department paramedics trained, knowledgeable and experienced with equipment
- ❖ High quality equipment from a long-time supplier

**FISCAL NOTE:** Sufficient funds have been appropriated in Cost Centers 2370/2372-7511

**RECOMMENDATION:** It is recommended that the City of Tempe Council award this contract for Heart Monitors/Defibrillators to Medtronic Physio-Control for an annual estimated expenditure of \$60,339.35 including applicable taxes.

**Approved by:** Donna Littrell, CPPB  
Procurement Officer

Cliff Jones  
Fire Chief

# Memorandum

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TO: Ron Gauthier, CPPO  
Central Services Manager

FM: Cliff Jones 10-2-01  
Name of Department Head (Director/Chief) Date  
Fire  
Name of Department

## SUBJECT: Sole Source Determination

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As Head of the City Department for which the needed item(s) will be purchased, I have made a determination that only one (1) reasonable and practicable source exists to supply the required material. As such, I am authorizing the City Procurement Office to work with my Department to negotiate an acceptable contract with:

Physio Control  
Name of Supplier

Description of Item(s) to be purchased:

*For many years the Fire Department has been standardized on Physio Control Lifepaks for our paramedic heart monitor/defibrillators. We consider it essential that all our units be the same so that regardless of where our personnel are assigned and what monitor/defibrillator they have to use, they are always dealing with the same equipment and operating procedures. At an emergency incident we do not want our personnel to be faced with the possibility of trying to remember different operating procedures for different monitor/defibrillators.*

*We presently stock all supplies necessary for the Life Paks at our warehouse. It would require the stocking of a second set of supplies if we were to purchase a different manufactured brand of defibrillator/monitor, an expenditure that we are not budgeted for nor do we have the storage space for.*

*Funding for this unit has been approved as part of our capital outlay budget and because Physio Control does not use distributors but only sells directly from their factory, we are recommending that this unit be purchased from them as soon as possible.*

Refer to Requisition No. 0000028075, dated 10-2-01 which has been transmitted to the City Procurement Office to initiate this Sole Source purchase.

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My (customer) department contact for this purchase is Jim Gaintner at Ext. 7202.

My Sole Source determination is based upon extensive research conducted by my department as to possible suppliers for this need and a written justification is attached for City Procurement Office records.

As related to this purchase, there are no conflicts of interest, legal, ethical or preference issues which would compromise my (customer) department or this acquisition.

Department Head's Signature  Date 10-3-01

City Procurement Ordinance 97.55, Sec. 26A-12 identifies the basis for a sole source procurement as follows:

"A purchase may be made or contract awarded by the procurement office without competition when the using department director determines in writing, after conducting a good faith review of available sources, that there is only one reasonable and practicable source for the required material or service. The using department requesting the sole source procurement shall provide written evidence to support a sole source determination. The procurement officer will participate with the using department in the conduct of negotiations, as appropriate, to price, delivery and terms. The procurement officer may require the submission of cost or pricing data in connection with a purchase or award under this section. Sole source procurement shall be avoided, except when no reasonable alternative sources exist. A record of sole source procurements shall be maintained as a public record."

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# Memorandum

Fire Department



Date: October 4, 2001  
To: Donna Littrell  
From: Lillian Casey  
Subject: Heart Monitors

The Department would like to initiate the purchasing process for three new heart monitors. The following documents are included in this package:

- ❖ Signed Sole Source Determination Memo
- ❖ Quote from Medtronic Physio-Control
- ❖ Requisition Copies (Requisition #0000028075 and #0000028210)

The total amount quoted is to be paid from two separate cost centers (2370 and 2372).

If you have questions or need more information, please call me at 7220.